Presentation Manager Skills: Personal Competency Checklist

Use this checklist to track your progress as you practice mastering the 10 Skills of Presentation Management.

Sharing a PowerPoint slide to Breakout Rooms. Navigating to a specific slide. Managing interactive slides, including: (A) Set-up (monitor arrangement, checking slide transition settings, plastic overlay), practice and communicating with the course leader. (B) For the Landmark Forum: Already Always Listening, or, for the Landmark Advanced Course: Social Circles. //icious Circles slide. Sharing videos, including: (A) Sharing a video using the Zoom video player. (B) Sharing a video using a portion of the screen. Sharing Welcome videos, including: (A) Opening Welcome video and Timer video for LYF. (B) Tuesday Final Session Welcome video with the announcement. Sharing Break timer videos. Managing the break timer and the Vanto video with a backup timer. Setting yourself up to succeed, including: (A) Managing file structure. (B) Mastering volume controls. (C) Checking transfer speeds. (D) Disabling slide annotations. (E) Making an index list of slides used in coaching. (F) Getting Ready for the Team Pre-Flight Checklist meeting.		Complete	Date
Managing interactive slides, including: (A) Set-up (monitor arrangement, checking slide transition settings, plastic overlay), practice and communicating with the course leader. (B) For the Landmark Forum: Already Always Listening, or, for the Landmark Advanced Course: Social Circles. //icious Circles slide. Sharing videos, including: (A) Sharing a video using the Zoom video player. (B) Sharing a video using a portion of the screen. Sharing Welcome videos, including: (A) Opening Welcome video and Timer video for LYF. (B) Tuesday Final Session Welcome video with the announcement. Sharing Break timer videos. Managing the break timer and the Vanto video with a backup timer. Setting yourself up to succeed, including: (A) Managing file structure. (B) Mastering volume controls. (C) Checking transfer speeds. (D) Disabling slide annotations. (E) Making an index list of slides used in coaching. (F) Getting Ready for the Team Pre-Flight Checklist meeting.	Sharing a PowerPoint slide.		
Managing interactive slides, including: (A) Set-up (monitor arrangement, checking slide transition settings, plastic overlay), practice and communicating with the course leader. (B) For the Landmark Forum: Already Always Listening, or, for the Landmark Advanced Course: Social Circles. //icious Circles slide. Sharing videos, including: (A) Sharing a video using the Zoom video player. (B) Sharing a video using a portion of the screen. Sharing Welcome videos, including: (A) Opening Welcome video and Timer video for LYF. (B) Tuesday Final Session Welcome video with the announcement. Sharing Break timer videos. Managing the break timer and the Vanto video with a backup timer. Setting yourself up to succeed, including: (A) Managing file structure. (B) Mastering volume controls. (C) Checking transfer speeds. (D) Disabling slide annotations. (E) Making an index list of slides used in coaching. (F) Getting Ready for the Team Pre-Flight Checklist meeting.	Sharing a PowerPoint slide to Breakout Rooms.		
(A) Set-up (monitor arrangement, checking slide transition settings, plastic overlay), practice and communicating with the course leader. (B) For the Landmark Forum: Already Always Listening, or, for the Landmark Advanced Course: Social Circles. //icious Circles slide. //icious Circles slides side on the Communication setting. //icious Circles slides slides used in coaching. //icious Circles slides slides slides used in coaching.	Navigating to a specific slide.		
plastic overlay), practice and communicating with the course leader. (B) For the Landmark Forum: Already Always Listening, or, for the Landmark Advanced Course: Social Circles. //icious Circles slide. //icious Circles slides slide on otations. (A) Sharing videos, including: //icious Circles slides used in coaching. //icious Circles slides. //icious Circles slides used in coaching.	Managing interactive slides, including:		
Landmark Advanced Course: Social Circles. //icious Circles slide. (A) Sharing a video using the Zoom video player. (B) Sharing a video using a portion of the screen. Sharing Welcome videos, including: (A) Opening Welcome video and Timer video for LYF. (B) Tuesday Final Session Welcome video with the announcement. Sharing Break timer videos. Managing the break timer and the Vanto video with a backup timer. Setting yourself up to succeed, including: (A) Managing file structure. (B) Mastering volume controls. (C) Checking transfer speeds. (D) Disabling slide annotations. (E) Making an index list of slides used in coaching. (F) Getting Ready for the Team Pre-Flight Checklist meeting.			
Sharing videos, including: (A) Sharing a video using the Zoom video player. (B) Sharing a video using a portion of the screen. Sharing Welcome videos, including: (A) Opening Welcome video and Timer video for LYF. (B) Tuesday Final Session Welcome video with the announcement. Sharing Break timer videos. Managing the break timer and the Vanto video with a backup timer. Setting yourself up to succeed, including: (A) Managing file structure. (B) Mastering volume controls. (C) Checking transfer speeds. (D) Disabling slide annotations. (E) Making an index list of slides used in coaching. (F) Getting Ready for the Team Pre-Flight Checklist meeting.			
(A) Sharing a video using the Zoom video player. (B) Sharing a video using a portion of the screen. Sharing Welcome videos, including: (A) Opening Welcome video and Timer video for LYF. (B) Tuesday Final Session Welcome video with the announcement. Sharing Break timer videos. Managing the break timer and the Vanto video with a backup timer. Setting yourself up to succeed, including: (A) Managing file structure. (B) Mastering volume controls. (C) Checking transfer speeds. (D) Disabling slide annotations. (E) Making an index list of slides used in coaching. (F) Getting Ready for the Team Pre-Flight Checklist meeting.	Vicious Circles slide.		
(B) Sharing a video using a portion of the screen. Sharing Welcome videos, including: (A) Opening Welcome video and Timer video for LYF. (B) Tuesday Final Session Welcome video with the announcement. Sharing Break timer videos. Managing the break timer and the Vanto video with a backup timer. Setting yourself up to succeed, including: (A) Managing file structure. (B) Mastering volume controls. (C) Checking transfer speeds. (D) Disabling slide annotations. (E) Making an index list of slides used in coaching. (F) Getting Ready for the Team Pre-Flight Checklist meeting.	Sharing videos, including:		
Charing Welcome videos, including: (A) Opening Welcome video and Timer video for LYF. (B) Tuesday Final Session Welcome video with the announcement. Charing Break timer videos. Managing the break timer and the Vanto video with a backup timer. Cetting yourself up to succeed, including: (A) Managing file structure. (B) Mastering volume controls. (C) Checking transfer speeds. (D) Disabling slide annotations. (E) Making an index list of slides used in coaching. (F) Getting Ready for the Team Pre-Flight Checklist meeting.	(A) Sharing a video using the Zoom video player.		
(A) Opening Welcome video and Timer video for LYF. (B) Tuesday Final Session Welcome video with the announcement. Sharing Break timer videos. Managing the break timer and the Vanto video with a backup timer. Setting yourself up to succeed, including: (A) Managing file structure. (B) Mastering volume controls. (C) Checking transfer speeds. (D) Disabling slide annotations. (E) Making an index list of slides used in coaching. (F) Getting Ready for the Team Pre-Flight Checklist meeting.	(B) Sharing a video using a portion of the screen.		
(B) Tuesday Final Session Welcome video with the announcement. Sharing Break timer videos. Managing the break timer and the Vanto video with a backup timer. Setting yourself up to succeed, including: (A) Managing file structure. (B) Mastering volume controls. (C) Checking transfer speeds. (D) Disabling slide annotations. (E) Making an index list of slides used in coaching. (F) Getting Ready for the Team Pre-Flight Checklist meeting.	Sharing Welcome videos, including:		
Sharing Break timer videos. Managing the break timer and the Vanto video with a backup timer. Setting yourself up to succeed, including: (A) Managing file structure. (B) Mastering volume controls. (C) Checking transfer speeds. (D) Disabling slide annotations. (E) Making an index list of slides used in coaching. (F) Getting Ready for the Team Pre-Flight Checklist meeting.	(A) Opening Welcome video and Timer video for LYF.		
Managing the break timer and the Vanto video with a backup timer. Setting yourself up to succeed, including: (A) Managing file structure. (B) Mastering volume controls. (C) Checking transfer speeds. (D) Disabling slide annotations. (E) Making an index list of slides used in coaching. (F) Getting Ready for the Team Pre-Flight Checklist meeting.	(B) Tuesday Final Session Welcome video with the announcement.	,	
Setting yourself up to succeed, including: (A) Managing file structure. (B) Mastering volume controls. (C) Checking transfer speeds. (D) Disabling slide annotations. (E) Making an index list of slides used in coaching. (F) Getting Ready for the Team Pre-Flight Checklist meeting.	Sharing Break timer videos.		
 (A) Managing file structure. (B) Mastering volume controls. (C) Checking transfer speeds. (D) Disabling slide annotations. (E) Making an index list of slides used in coaching. (F) Getting Ready for the Team Pre-Flight Checklist meeting. 	Managing the break timer and the Vanto video with a backup timer.	•	
 (B) Mastering volume controls. (C) Checking transfer speeds. (D) Disabling slide annotations. (E) Making an index list of slides used in coaching. (F) Getting Ready for the Team Pre-Flight Checklist meeting. 	Setting yourself up to succeed, including:		
 (C) Checking transfer speeds. (D) Disabling slide annotations. (E) Making an index list of slides used in coaching. (F) Getting Ready for the Team Pre-Flight Checklist meeting. 	(A) Managing file structure.		
(D) Disabling slide annotations.(E) Making an index list of slides used in coaching.(F) Getting Ready for the Team Pre-Flight Checklist meeting.	(B) Mastering volume controls.		
(E) Making an index list of slides used in coaching.(F) Getting Ready for the Team Pre-Flight Checklist meeting.	(C) Checking transfer speeds.		
(F) Getting Ready for the Team Pre-Flight Checklist meeting.	(D) Disabling slide annotations.		
	(E) Making an index list of slides used in coaching.		
tes:	(F) Getting Ready for the Team Pre-Flight Checklist meeting.		
	tes:		